

**Subject:** Fwd: Early Submission of D-Time For Pay Period ending January 15, 2022

**From:** "Bill Lopez Jr." <bill.lopez.jr@lacity.org>

**Date:** 1/13/2022, 9:23 AM

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FYI



----- Forwarded message -----

From: **Blanche Hill** <[blanche.hill@lacity.org](mailto:blanche.hill@lacity.org)>

Date: Wed, Jan 12, 2022 at 10:57 AM

Subject: Fwd: Early Submission of D-Time For Pay Period ending January 15, 2022

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Good afternoon Pacific Region,

Due to Martin Luther King Jr. Holiday occurring on Monday, January 17, 2022, the following schedules must be followed:

- **D-TIME** time sheets must be SUBMITTED by the end of the day on Friday, January 14, 2022, to give Approvers and Timekeepers time to correct and approve D-Time.
- **Paper-based** time sheets must be RECEIVED in the Payroll Section no later than 12:00pm on Friday, January 14, 2022.

**D-TIME must be APPROVED by NOON on Tuesday, January 18, 2022.**

Do not reject D-TIME time sheets after payroll deadline. Call or email your Payroll timekeeper for any changes/corrections on the employee's timesheet.

Please see attached memo for additional information.

Thank you for your cooperation!

**\*\*Please share information with staff who do not have access to a City email\***

## Rose Watson

Public Information Director

Media Relations/Marketing Division

**Cell (323) 816-6712**

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**"Don't let your past destroy your future...Make it a GREAT day no matter what!"**



- [Attachments-88/EARLY SUBMISSION 1-2022 \(1\).pdf](#)